

SIC District Contact Duties and Responsibilities

An SIC District Contact is a liaison between the school improvement councils (SICs) in their district and the SC School Improvement Council (SC-SIC). District Contacts are appointed by the district superintendent. Appointments are renewed annually in July.

Basic Duties and Responsibilities

Monitor and encourage SIC compliance with state law requirements

- Remind schools and SICs in advance of state law deadlines:
 - SIC elections must be completed by October 15
 - SIC membership and contact information must be posted to the SC-SIC Member Network by November 15
 - *SIC Report to the Parents* must be prepared and distributed by April 30.
- Obtain SC-SIC Member Network district-level user account and renew password annually in order to access information posted online by all SICs in district.
- Check SC-SIC Member Network periodically to ensure that all SICs in the district have reported their membership and that their membership complies with state law requirements.
- Contact and encourage non-compliant SICs to resolve compliance issues in a timely manner.
- Encourage SICs to post *SIC Report to the Parents* to the SC-SIC Member Network by June 1.

Answer and refer questions from SICs

- Answer questions about SIC membership requirements, bylaws, meetings, elections, etc.
- Provide direction and insight on developing *SIC Report to the Parents*.
- Refer questions to SC-SIC office as needed.

Assist with resources

- Ensure that schools and SICs know how to download the *SIC Handbook* from the SC-SIC website at <http://sic.sc.gov>.
- Become familiar with the *Handbook* contents and other materials, training, and technical assistance available on the SC-SIC website or through the SC-SIC office.
- Attend annual SIC District Contact meeting to learn more about SICs and available resources.

Schedule and/or conduct SIC trainings

- Contact SC-SIC to schedule "SIC Basics" training in the district at least once a year. District contacts can also become certified by SC-SIC to conduct local trainings themselves.
- Schedule other district-wide trainings for SICs in accordance with their capacity-building needs such as "SIC Leadership," "SIC Goal Setting," and "Communicating with the School Community."

Additional duties

- Encourage and assist SICs in applying for the annual *Riley Award for SIC Excellence*.
- Encourage participation in statewide SIC events.
- Maintain regular contact with principals and SIC Chairs throughout the year.
- Advocate on the district level about the importance of SICs.